

Position Summary

Under the general supervision of the Labor Market Information Section Chief this position is responsible for inputting and analyzing statistical data to populate data bases and provide information and interpretations of QCEW data and processes to users, including QCEW, LMI section, and bureau staff. The position generates analytical reports on the program's operations, develops analysis applications, and operates and manages corresponding software. This position participates in the operation of, meeting deliverables for, and implementing program processes of the Bureau of Labor Statistics cooperative agreement. Duties include inputting, editing, and making corrections to employer-reported data, processing survey instruments, and updating address information necessary to the survey process.

Time %Goals and Worker Activities

40%

- A. Analysis of employer reported QCEW data to provide information and content to QCEW, LMI section, bureau, and division staff.
 - A1. Analyze and review employer reported tax and accounting data on employment and wages for the purpose of detecting unusual deviations.
 - A2. Apply program and data knowledge to apply comment codes to employer's records reflecting the cause anomalies.
 - A3. Extract and analyze data measuring the information system's performance and seek ways to improve and enhance system performance.
 - A4. Study and evaluate program data outputs in relation to agency performance information needs.
 - A5. Extract and analyze data from the Expo data systems for government and EDI reporters.
 - A6. Analyze survey returns and determine if action is necessary for data to pass initial computer edits.
 - A7. Use knowledge of industries and economic conditions to investigate and modify atypical reports.
 - A8. Adjust employer-reported data when necessary based upon industry trends and historical insight when employer contact yields negative results.
 - A9. Develop systems and applications to detect data collection errors. Identify errors and assign to appropriate QCEW team members.
 - A10. Develop systems and applications to provide ongoing and specific data requests for CES/LAUS/OEA/OES/QCEW.

A11. Monitor own work to ensure quality and look for ways to improve process and quality.

30%

B. Provide technical assistance and information to group, section, bureau staff.

- B1. Identify, analyze, and communicate operational problems in handling and processing of surveys to the leadworker and recommend corrective actions as needed to insure efficient and accurate data production.
- B2. Provide technical assistance and feedback to data providers in completing their data submissions, including follow-up inquiries to data providers and instruction of staff in obtaining missing or inconsistent data.
- B3. Provide users with process analysis concerning various aspects of the QCEW program.
- B4. Maintain a high level of knowledge of QCEW processes, procedures, and protocols.
- B5. Analyze and communicate data limitations and caveats to promote appropriate data application and interpretation.
- B6. Revise manuals and document process changes to ensure consistent, valid, reliable, and useful data are developed in a timely manner.
- B7. Educate and train new QCEW staff on processes, procedures, and protocols.
- B8. Educate and train potential users on QCEW systems.
- B9. Provide interpretation and technical assistance on survey responses.
- B10. Work with the Leadworker to insure survey processing is consistent with the broader unit plans and operational requirements as required by BLS training and documentation.

20%

C. Participate in data entry and survey activities to implement BLS program definitions, sampling design, and procedures.

- C1. Input, edit, and make corrections to employer-reported data.
- C2. Process survey instruments and update address information necessary to the survey process.

- C3. Assist with survey handling, processing, and applying categorical rules to classify responses as directed by the Leadworker and based on documented BLS program deliverable requirements.
- C4. Contact potential survey participants and solicit participation in the survey.
- C5. Make recommendations to survey processing schedule to meet state needs and BLS requirements.
- C6. Participate with other members of the CES/LAUS/OEA/OES/QCEW units to design improved methods of processing program data.
- C7. Modify, as necessary, address and contact information.

10%

- D. Miscellaneous tasks as assigned by the LMI Section Chief.
 - D1. Provide ancillary services and short-term project support in other BLS funded programs as needed.
 - D2. Ensure confidentiality standards of BLS and other data adhering to Federal and state laws.
 - D3. Represent LMI in bureau, division, and department wide committees and workgroups as assigned by the LMI section chief.
 - D4 Backup the QCEW leadworker.

Knowledge, Skills and Abilities

1. Extensive knowledge of the QCEW Program needs and reporting requirements.
(A1-A11; B1-B10; C1-C7; D1-D4)
2. Extensive knowledge of confidentiality/privacy issues, principles, practices, requirements, and policies.
(A1-A11; B1-B10; C1-C6; D1-D4)
3. Considerable knowledge of other BLS directed Federal/State Labor programs and the consequences that program changes may have on related programs.
(A10; C6; D1-D4)
4. Considerable knowledge of the use and operation of word processing programs, spreadsheets and database management and data visualization programs, including WINDOWS, WORD, ACCESS, EXCEL and Tableau.
(A1, A3, A4, A5, A9, A10; B1-B8, B10; C1-C3, C5, C6; D1, D3, D4)
5. Considerable knowledge of mainframe data entry.

(A1-A5, A7-A10; B1, B3-B8; C1-C4, C6,C7; D1, D3, D4)

6. Knowledge of survey-data analysis procedures.
(A1-A10; B1-B10; C1-C7; D1-D4)
7. Extensive skill in interpersonal communications necessary to ensure cooperation of survey respondents.
(A1, A2; B1-B5, B7-B10; C4; D2)
8. Considerable knowledge of Wisconsin's economy and its industry employment patterns, employer composition, and the unique traits of businesses found in different areas of the state.
(A1-A4, A6-A10; B1, B2, B5, B7-B10; C1-C3; D1-D4)
9. Ability to present material in a clear, concise, and understandable way.
(A9, A10; B1-B10; C4-C6; D1, D2, D3)
10. Ability to train QCEW system users.
(A1-A10; B1-B10; C1-C7)
11. Public speaking and presentation skills.
(B1-B10)
12. Ability to work in a team environment.
(A1-A10; B1-B10; C1-C7; D1-D4)
13. Excellent oral and written communication skills.
(A9-A10; B1-B10; C3-C6; D1, D2, D4)
14. Ability to show strong attention to detail.
(A1-A11; C1-C7)
15. Ability to organize work to plan and set priorities, and manage time to meet deadlines.
(A1-A11)
16. Considerable listening, negotiation, and diplomatic and problem-solving skill for dealing with non-compliant data submitters.
(A1, A2; B1-B5, B9, B10; C1-C4, C7; D2)